

Instructions to SkillsUSA Missouri Championship Technical Committee Chairs

General Responsibilities

1. Attend all meetings called by the SkillsUSA Championships Director or officially designate a committee member to serve as your authorized representative at those meetings.
2. Make sure that all committee members are familiar with the Missouri SkillsUSA Championships Technical Standards.
3. Supervise the selection of the skills to be tested in the state contest and identify necessary equipment and supplies. Make arrangements for borrowing and/or soliciting donations of all items.
4. Supervise the development of contest projects, drawings and instruction sheets for the contestants.
5. Locate individuals who are knowledgeable in your contest trade or skill area and invite them to serve as judges. (Reminder: Send thank-you letters to the judges after the contest.)
6. Plan the layout of the contest site. Identify needs and/or services such as water, electricity and compressed air.
7. Make arrangements for acquiring appropriate industry awards.
8. Plan and conduct the mandatory pre-contest orientation meeting.
9. Instruct contest judges
10. Conduct the Missouri SkillsUSA Championships.

Pre-contest Orientation Meeting

The pre-contest orientation meeting is mandatory for all Missouri SkillsUSA Championships participants. The purpose of this meeting is to review the following items with all contestants.

1. Contestants' Credentials:
 - a. Verify each contestant's name and number as they appear on the nametag with the master list of contestants and the contestant registration forms.
 - b. Identify contestants who are participating in two or more events. Assist them in coordinating their schedules to avoid any conflicts.
2. Take the SkillsUSA Pre-contest Test and any other test at this time.
3. Contest Rules: Check to be certain that all contestants are familiar with the contest rules and have been notified of any relevant information in the State Conference Memo "update."
4. Contest Procedures: Explain the way in which the contest will be run, including schedule, procedure for time in / time out, rating criteria, procedure for breaking ties and method of dealing with problems.
5. Safety Regulations: Review general and specific safety requirements and procedures for the contest.
6. Tools and Materials: Go over the list of tools and materials that are to be supplied by the contestants. Include any additional items mentioned in the "update." If contestants do not have all the required items, be sure they understand that they must obtain them before the contest begins.
7. Workstations / Order of Performance: If workstations are not identical, make sure contestants draw numbers for assignments. In contests where the order of performance is important, the procedure for determining the order should be explained.
8. Equipment: Take time to explain the operation of equipment with which contestants may not be familiar, including safety features. If possible, allow contestants time to become familiar with the equipment
9. Special Announcements: Detail any special functions that the committee has planned; explain special transportation or time schedules; announce industry awards; announce that contestants are not permitted to smoke during the contest. (Note: Missouri SkillsUSA requests that all Missouri SkillsUSA Championships committee and contest personnel refrain from smoking and/or consuming alcoholic beverages in the presence of SkillsUSA members or advisors.)
10. Contestants' Questions: Encourage contestants to ask any questions that they may have about the Missouri SkillsUSA Championships. Try to give satisfactory answers before the close of the pre-contest orientation meeting.

11. Contestant Penalties: There may be special circumstances that prevent a competitor from attending the pre-contest meeting (e.g. illness, accidents, or transportation). Please do not disqualify a competitor without first consulting the Missouri SkillsUSA Headquarters Office.

Conducting

The SkillsUSA Championships

1. Check all contest area facilities prior to the day of the contest to be certain that everything is in place and in order for a smooth-running competition.
2. Assemble all judges at the contest site prior to the start of the contest for a briefing. Be sure that all questions are answered and that the rating procedures are clear. The judges should identify from the contest problem and the contest rating sheet, a critical skill or item to be evaluated which would be an appropriate tie-breaking item.
3. Check to be certain that all contestants have brought the tools and materials required for the competition. The technical committee may, at its option, furnish any required items that contestants have failed to bring; however, a 2- point penalty must be assessed for each missing item.
4. Make sure that all contestants meet clothing requirements for the contest. (See the Missouri SkillsUSA Clothing Requirements Sheet.) The penalty for those who do not satisfy dress requirements will be 1 to 5 percent of the total possible contest points. The designated senior district advisor in cooperation with the contest chairperson will assess clothing penalties in all skill contests. Missouri SkillsUSA Championships Technical Committees will assess clothing penalties for all leadership contests.
5. Make sure that all contestants receive copies of the project to be completed as well as any necessary drawings, instruction sheets or other materials. Be certain that contestants understand all instructions and have a chance to ask procedural questions. Take great care to see that all contestants have equal time and their questions are answered fairly.
6. Oversee the contest to ensure that safe work practices are followed.
7. Do not permit contestants to enter the contest site at any time unless they are displaying their contestant badges and numbers.
8. Do not permit contestants to smoke during the contest.
9. Conduct a critiquing session with the contestants after the contest to point out general strengths and weaknesses and the quality of work expected by the judges.
10. Verify all judges' rating sheets and submit to the Missouri SkillsUSA Headquarters.
11. Complete the chairperson's final report and return it to Missouri SkillsUSA Headquarters following the contest.
12. Keep the results of the contest confidential until the announcement of the winners at the awards ceremony.
13. Organize and supervise the teardown of the contest area and be certain that equipment, tools and supplies are returned to the proper owners.